



PASSPORT CHECKLIST

ADULT

- ☒ **APPLICATION:** Your unsigned application (DS-11) completed in black ink only.

Social Security Number is required on all applications.

- ☒ **PROOF OF U.S. CITIZENSHIP:**
(one of the following)

Certified birth certificate
Consular Report of Birth Abroad
Naturalization Certificate
Previously issued, undamaged U.S. Passport
*Abstract and hospital birth certificates are not acceptable

- ☒ **PASSPORT PHOTO** - available for \$12

- ☒ **PRIMARY IDENTIFICATION:**
(one of the following)

Valid Driver's License
Current Passport
Current Military ID (active duty or dependent)
*Must also provide a front and back photocopy of your Primary Identification

FOR CURRENT PROCESSING TIMES
CHECK HERE www.travel.state.gov

MINOR

- ☒ **APPLICATION:** Your unsigned application (DS-11) completed in black ink only.

Social Security Number is required on all applications.

- ☒ **PROOF OF U.S. CITIZENSHIP:**
(one of the following)

Certified birth certificate
Consular Report of Birth Abroad
Naturalization Certificate
Previously issued, undamaged U.S. Passport
*Abstract and hospital birth certificates are not acceptable

- ☒ **PARENTAL RELATIONSHIP:**
Certified birth certificate

- ☒ **PASSPORT PHOTO** - available for \$12

- ☒ **PRIMARY IDENTIFICATION FOR PARENTS:**
(one of the following)

Valid Driver's License
Current Passport
Current Military ID (active duty or dependent)
*Must also provide a front and back photocopy of your Primary Identification

- ☒ **APPEARING PARENT/GUARDIAN:**

If both parents cannot appear in person - The non-appearing parent may complete and notarize form DS-3053 or submit a notarized letter authorizing the other parent to apply for the child's passport. All letters & DS-3053 forms must be filled out in black ink and must include a legible photocopy of the front and back of the non-applying parent's valid driver's license or government issued ID.

PASSPORT FEES

Must be check or money order only, payable to the U.S. Department of State.

ADULT PASSPORT BOOK = \$110.00

CHILD PASSPORT BOOK = \$80.00

ADULT PASSPORT CARD = \$30.00

CHILD PASSPORT CARD = \$15.00

ROUTINE SERVICE IS 4-6 WEEKS

EXPEDITE SERVICE IS 2-3 WEEKS AND COSTS AN ADDITIONAL \$60.00 PER APPLICANTS

Acceptance agency fees are paid separately and can be paid using exact change cash, check, credit or debit.

Please check our website for our fees.